

SAMPLE

**FIREFIGHTERS ASSOCIATION
BYLAWS**

ARTICLE 1

Title and Object

- Section 1. This organization shall be known as the _____ Firefighters Association.
- Section 2. Its object shall be to support fire prevention and protection services provided by the _____ Fire Department, to support local, state, and federal agencies as required and to provide its members a social, athletic, and recreational fellowship.

ARTICLE 2

Personnel and Committees

- Section 1. The offices of the association shall consist of the president, vice president, secretary, treasurer, and such standing committees as may be deemed necessary for the transaction of business.
- Section 2. The Executive Committee shall consist of the elected officers of the association, the chief of the department and two (2) members of the association appointed by the president totaling seven (7) of which four (4) shall constitute a quorum. The duties of this committee shall be to carry on the business of the association during the period when regular membership is not in session. All acts of said committee to be ratified by the members at the next regular meeting.
- Section 3. Regular business meetings of the association shall be on the first Monday of each month. If the first Monday falls on a holiday the meeting shall be held on the following Monday.
- Section 4. All meetings of the association shall be governed by Robert's Rules of Order.

ARTICLE 3

Election of Officers

- Section 1. The president, vice president, secretary, and treasurer shall be elected by secret ballot for a term of one year.
- Section 2. Nomination for elective officers shall be made at the regular meeting in November. Elections shall be held at the December business meeting and the installations at the January business meeting.

ARTICLE 4

Duties of the President

- Section 1. It shall be the duty of the president to preside at all business and special meetings of the association.
- Section 2. It shall be the duty of the president to notify the secretary to call any regular and/or special meetings.
- Section 3. It shall be the duty of the president to direct the activities of the association and to appoint committees deemed necessary to provide for such activities.
- Section 4. It shall be the duty of the president to appoint a sergeant at arms and/or other officers as deemed necessary by the association.

ARTICLE 5

Duties of the Vice President

- Section 1. It shall be the duty of the vice president to assume the duties of the president during his/her absence.
- Section 2. It shall be the duty of the vice president to record attendance at the meetings, drills, and emergencies and to issue a monthly payroll summary.

ARTICLE 6

Duties of the Secretary

- Section 1. It shall be the duty of the secretary to record the proceedings of the association, to keep and preserve the minutes and answer all communications; he/she shall notify the members of any regular or special meetings when so advised by the president.
- Section 2. It shall be the duty of the secretary to always have a copy of the Constitution and Bylaws, standing rules book of parliamentary procedure endorsed by the association, list of members, and a list of unfinished business, a copy of which shall be given to the presiding officer.

ARTICLE 7

Duties of the Treasurer

- Section 1. It shall be the duty of the treasurer to collect all money due the association and give his/her receipt therefore. The treasurer shall keep a regular account of money as received and pay it out on the order of the association and make an annual itemized report of the sums paid out of the balance on hand or deficiency due the treasurer accompanied by the

proper vouchers. The treasurer shall submit his/her books annually to an auditing committee, appointed by the president, to enable them to make proper audit.

ARTICLE 8

Prospective Members

- Section 1. To be eligible for membership a prospective member must be at least sixteen (16) years of age, complete an application, and be approved by the chief of the department. He/she must reside in _____ County FPD# _____ or work during the day where he/she can answer emergency calls of the department.
- Section 2. Each prospective member shall serve a minimum probationary period of three (3) months. During this time he/she shall attend meetings and drills. Upon completion of a satisfactory probationary period and according to the needs of the department, the prospective member shall be admitted.
- Section 3. In case of an emergency, Section 2 of this Article may be waived by the chief of the department.

ARTICLE 9

Duties of the Members

- Section 1. It shall be the duty of all members to support association policies, promote harmony and follow the rules and regulations of _____ County FPD # _____.
- Section 2. It shall be the duty of all members to be prompt at meetings, drills, and on every alarm or emergency or as otherwise instructed.
- Section 3. Each member shall be responsible for the care and condition of all items issued. All items remain the property of _____ County FPD # _____.
- Section 4. Any member bringing discredit on the association or department shall be subject to suspension or expulsion. Any membership may be canceled by a vote of two-thirds of the membership attending a regular monthly meeting.
- Section 5. Each membership shall be reviewed at the beginning of each calendar quarter by the Executive Committee. Findings shall be reported at the next regular meeting.

ARTICLE 10

Amendments

- Section 1. No alterations or amendments shall be made to the Constitution and Bylaws unless proposed in writing at the regular meeting, which amendments shall be referred to the Executive Committee who shall report at the next meeting when it may be acted upon and adopted by two-thirds vote of the membership. Should the Executive Committee fail to

report at the proper time, the matter may be considered in committee of the whole and immediately acted upon.

ARTICLE 11

Recall of Officers

- Section 1. A petition for recall of an officer of the association or of the department may be filed with the Executive Committee when signed by two-thirds of the entire membership.
- Section 2. Recommendations for action shall be made to the chief of the department or to the Board of Fire Commissioners of the district upon two-thirds majority of the members present and voting at any regular meeting.

ARTICLE 12

Associate Membership

- Section 1. An associate membership may be given to anyone who has been a past member of the department, or any other person who the association shall deem eligible, provided that person is not an active member of the department.
- Section 2. The name of the prospective candidate for associate membership shall be introduced at a regular business meeting of the association and will be voted on at the next regular meeting by secret ballot. Three (3) or more dissenting votes shall constitute rejection.
- Section 3. The purpose of the associate membership is in recognition and/or appreciation of past, present, and/or future services performed in behalf of the department.

Order of Business

1. Call to Order
2. Proposition for Membership
3. Minutes of Previous Meeting
4. Report of Treasurer
5. Reading of Communications and Bills
6. Report of Committees and Officers
7. Unfinished Business
8. New Business
9. For the Good of the Order
10. Adjournment

